

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **WESTMOUNT HEALTH FACILITY & COUNTRYSIDE ADULT HOME**

DATE: **AUGUST 30, 2006**

COMMITTEE MEMBERS PRESENT:

Supervisors Haskell
 Tessier
 Champagne
 O'Connor
 Barody
 Mason

COMMITTEE MEMBER ABSENT:

Supervisor Geraghty

OTHERS PRESENT:

Hal Payne, Westmount Health Facility
 Administrator
Betsy Henkel, Health Facility Comptroller
Patricia C. Nenninger, Second Assistant County
 Attorney
Joan Parsons, Commissioner of Administrative
 and Fiscal Services
Joan Sady, Clerk
Amanda Allen, Legislative Office Specialist

Mr. Haskell called the meeting of the Westmount Health Facility and Countryside Adult Home Committee to order at 10:39 a.m.

Motion was made by Mr. Mason, seconded by Mr. O'Connor and carried unanimously to approve the minutes of the July 28, 2006 meeting subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Hal Payne, Westmount Health Facility Administrator, who distributed copies of his agenda to the Committee members, a copy of which is on file with the minutes. Mr. Payne advised that he would begin with item four of the Westmount Health Facility agenda, and requested that an executive session be declared to discuss possible litigation with Warrensburg Laundry.

Motion was made by Mr. O'Connor, seconded by Mr. Tessier and carried unanimously to declare executive session, pursuant to Section 105(d) of the Public Officers Law.

Executive session was declared from 10:40 a.m. to 10:42 a.m.

Committee reconvened and Mr. Haskell advised it was the County Attorney's suggestion that Warrensburg Laundry be paid a settlement of \$1,600.

Motion was made by Mr. Barody, seconded by Mr. Tessier and carried unanimously to forward the settlement amount of \$1,600 to Warrensburg Laundry as per the County Attorney's suggestion, and the necessary resolution was authorized for the September Board meeting.

Returning to the agenda, Mr. Payne updated the Committee on the status of the Siemens Building Technologies window project at the Countryside Adult Home. He advised that the windows were to be delivered in approximately four weeks, at which point the

installation would begin. Mr. Payne noted that on September 5th building projects were scheduled to begin in preparation for the window installation.

Item number two of the Countryside Adult Home agenda, Mr. Payne advised, related to his requests for position changes within the facility. He explained that the agenda included two requests for position changes, the first of which was to delete the position of Food Service Helper #4 and create a new position for an Institutional Aide. Mr. Payne apprised that a long term employee who had decided to leave her position as an Institutional Aide was rehired two weeks later as a Food Service Helper, but was actually doing the work of an Aide. He said that the position change would correct the situation.

Motion was made by Mr. Tessier, seconded by Mr. Champagne and carried unanimously to approve the request as outlined above and refer same to the Personnel Committee. A copy of the resolution request form is on file with the minutes.

The second request for position reclassification, Mr. Payne stated, was to delete a Van Driver position and replace it with an additional Institutional Aide position. Mr. Payne advised that the employee currently classified as a Van Driver was both driving the van and doing the work of an Institutional Aide. He noted that because all of the Institutional Aide positions were certified to drive the vans there was no need for the Van Driver position. Mr. Payne added that if the change were made it would also decrease overtime costs because there would be no need to pay overtime for a driver during off hours and weekends as the facility was always staffed with Institutional Aides who were able to drive the vans.

General discussion ensued.

Motion was made by Mr. Barody, seconded by Mr. Champagne and carried unanimously to approve the request as outlined above and refer same to the Personnel Committee. A copy of the resolution request form is on file with the minutes.

Moving to the Westmount Health Facility portion of the agenda, Mr. Payne referred to a resolution request form included in the agenda which requested a charge off of the account of a deceased resident as advised by the County Attorney's Office. He explained that the amount of the charge off was \$3,865.46 and was uncollectible, as the family had already liquidated all available assets to pay as much of the bill as possible. Mr. Payne added that the spouse of the deceased resident remained in the facility, but he noted that her charges were paid to date.

Motion was made by Mr. Champagne, seconded by Mr. Tessier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Payne advised that the next item of the agenda referred to a transfer of funds, within the budget, of \$800 to purchase chairs for the Social Services Office.

Motion was made by Mr. Mason, seconded by Mr. Barody and carried unanimously to approve the request as outlined above and refer same to the Finance Committee. A copy of the Request to Transfer Funds is on file with the minutes.

Mr. Payne presented a report labeled 'Staffing Levels as of 7/26/06' which was included in his agenda. He noted that the staffing levels were similar to those reported in the prior month and added that there had been several inquiries to the hiring advertisement he had recently placed.

Moving to the final item of the agenda, Betsy Henkel, Health Facility Comptroller, proceeded with a brief accounting of the 2007 Budget proposal. Mrs. Henkel advised that the amount needed to balance the budget for 2007 would be \$1,881,199, as compared to the 2006 appropriation of \$1,931,293; a decrease of \$50,094. She noted that the figures reflected a 6% increase in expenditures and a 9% increase in revenues.

Mr. Payne said that the Capital Projects portion of the budget contained approximately \$250,000 which was budgeted for the replacement of roof top air handlers which needed to be replaced in the facility. He noted that if those units were not necessary the budget would have decreased by approximately \$300,000.

Mrs. Henkel stated that several factors such as savings from the co-generation plant and a \$100,000 Public Facilities grant had assisted in lowering the budget request. Additional factors such as various grants and medicare savings had also attributed to the decrease, she said.

General discussion ensued with respect to the replacement of the air handlers at the Westmount Health Facility.

It was the consensus of the Committee that the air handling units were in severe disrepair and should be replaced.

Mr. Payne noted that, as in the past three years, the Food Service Dietary Supervisor had requested a \$4,000 salary increase; Mr. Haskell stated that he felt the request should be denied as it had for the past three years, and the Committee agreed.

Mr. Haskell reminded the Committee that in the past year one maintenance position had been deleted from the department and advised that a request was included in the budget to move a remaining maintenance worker from grade 13 to grade 16 because he would be overlooking both the Countryside Adult Home and Westmount Health Facility. He noted that the increase in salary would be approximately \$2,700.

General discussion ensued.

Also included in the budget, Mr. Payne advised, was a request to increase the salary of Mrs. Henkel from \$42,436 to \$44,000 to keep her salary current with the other Fiscal Officers within Warren County. Mr. Haskell noted that because Mrs. Henkel's title was Comptroller, she had not received the same salary increase as the Fiscal Managers. He added that he felt the increase was well deserved and the Committee members agreed.

General discussion ensued.

Motion was made by Mr. Mason, seconded by Mr. O'Connor and carried unanimously to approve the Westmount Health Facility Budget, (including the salary increase for Mrs. Henkel), authorize the Committee Chairman to sign them and submit same to the Budget Officer.

Mr. Payne noted that although the Countryside Adult Home budget had been discussed at length in a prior Social Services Committee meeting, it had not been approved. He distributed copies of the 2007 Budget request to the Committee members and advised that the 2007 request was \$1,807,485, as compared to a 2006 appropriation of \$1,616,760; an increase of \$190,725.

Mr. Payne requested a \$2,000 salary increase for Brenda Brown-Hayes, Director of the Countryside Adult Home, to keep her in line with the other supervisor positions; Mr. Payne advised that the request was over and above the amount of the 2007 budget proposal. He added that Mrs. Brown-Hayes was a very valuable member of his staff who was doing an exemplary job.

The budget proposal, Mr. Payne advised, included items such as a new van and renovations to the residential units. He said that there were thirty rooms in the facility and he proposed that ten rooms be renovated each year; replacing the beds, dressers, wardrobes and the chairs in each unit. Mr. Haskell noted that these would be the first renovations made to the Countryside Adult Home since the building was erected. Another addition, Mr. Payne apprised, were the installation of privacy curtains between residents; he said that numerous requests for the curtains had prompted him to include them in the budget request.

Motion was made by Mr. O'Connor, seconded by Mr. Barody and carried unanimously to approve the Countryside Adult Home Budget, (including the salary increase for Ms. Brown-Hayes), authorize the Committee Chairman to sign them and submit same to the Budget Officer.

Mr. Stec entered the meeting at 11:02 a.m.

Mr. Haskell requested that executive session be declared to discuss the employment history of a particular person.

Motion was made by Mr. Mason, seconded by Mr. O'Connor and carried unanimously that executive session be declared pursuant to Section 105(f) of the Public Officers Law.

Executive session was declared from 11:03 a.m. to 11:08 a.m.

Committee reconvened and Mr. Haskell advised that they had discussed increasing Mr. Payne's salary by \$2,000 annually.

Motion was made by Mr. O'Connor, seconded by Mr. Tessier and carried unanimously to recommend that Mr. Payne's salary be increased as outlined above.

Motion was made by Mr. Barody, seconded by Mr. Champagne and carried unanimously to approve all changes made to the budgets, authorize the Committee Chairman to sign them and refer same to the Budget Officer.

Mr. Tessier referred to a letter included in the agenda commending Westmount Health Facility and its staff. He said that Mr. Payne should be very proud of the hospitality and accomplishments achieved within the facility.

As there was no further business to come before the Committee, on motion made by Mr. Mason and seconded by Mr. O'Connor, Mr. Haskell adjourned the meeting at 11:09 a.m.

Respectfully Submitted,
Amanda Allen, Legislative Office Specialist